

## Hiding data

### Sheets

Select **Sheet > Hide Sheet** on the Menu bar, or right-click on the sheet tab for the sheet to be hidden and select **Hide Sheet** in the context menu. There must always be one sheet that is not hidden.

### Rows and columns

- 1) Select a cell in the row or column you want to hide.
- 2) Go to **Format** on the Menu bar and select **Rows** or **Columns**.
- 3) Select **Hide** from the menu and the row or column can no longer be viewed or printed.
- 4) Alternatively, right-click on the row or column header and select **Hide Rows** or **Hide Columns** in the context menu.

### Cells

Hiding individual cells is more complicated. First, you need to define the cells as protected and hidden; then you need to protect the sheet.

- 1) Select the cells you want to hide.
- 2) Go to **Format > Cells** on the Menu bar, or right-click and select **Format Cells** in the context menu, or press *Ctrl+1*, to open the Format Cells dialog (Figure 60).
- 3) Click the *Cell Protection* tab and select an option for hiding and printing the cells.
- 4) Click **OK** to save the changes and close the dialog.
- 5) Go to **Tools > Protect Sheet** on the Menu bar, or right-click on the sheet tab and select **Protect Sheet** in the context menu, to open the Protect Sheet dialog (Figure 61).
- 6) Select **Protect this sheet and the contents of protected cells**.
- 7) Create a password and then confirm the password.
- 8) Select or deselect the options in the *Allow all users of this sheet to* area so that users can select protected or unprotected cells.
- 9) Click **OK** to save the changes and close the dialog.